

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1900.1D
Pers-231
13 September 1993

OPNAV INSTRUCTION 1900.1D

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: PRE-SEPARATION COUNSELING BY CAREER INFORMATION TEAMS

Ref: (a) OPNAVINST 1040.6A
(b) MILPERSMAN article 3640470
(c) Enlisted Transfer Manual (NAVPERS 15909)
(d) Navy Retention Team Manual (NAVPERS 15878)
(e) Public Law 101-510
(f) MILPERSMAN article 1880220
(g) MILPERSMAN article 5030140

Encl: (1) NAVPERS 1900/1 (6-93), Pre-Separation Questionnaire (Officer/Enlisted)

1. Purpose. To set forth procedures to ensure that eligible officers enlisted personnel separating from active duty are fully informed of the advantages and benefits of continuing their naval careers through active participation in the Naval Reserve; and that those personnel being released from active duty with a remaining military obligation are aware of the methods for fulfilling that obligation. This is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1900.1C.

3. Discussion. The Naval Reserve is the only immediately responsive source of additional hardware and currently trained personnel available to the Navy. The personnel strength and operational readiness of the Naval Reserve to augment active forces upon mobilization are dependent upon continued participation of skilled post-active duty personnel. Experienced officers and enlisted service members are the backbone of the Naval Reserve. To ensure that the Naval Reserve is fully staffed with high quality personnel, commanders/commanding officers shall make certain all personnel separating from active duty obtain complete information on the advantages and

benefits of participation in the Naval Reserve. Additionally, personnel being released from active duty who have an unfulfilled military obligation shall be counseled on how it may be fulfilled within the Naval Reserve. These actions shall be considered an integral part of a vigorous and sustained retention program.

a. Many individuals do not affiliate with the Naval Reserve because they are unaware of its programs and the advantages and benefits of participation. Separation counseling and briefing procedures called for in references (a) through (d) are an important and necessary part of the Navy's overall retention program. To assist fleet units and activities in carrying out the required procedures, Commander, Naval Reserve Force provides formal pre-separation briefings. The coordination, scheduling and presentation of these briefings for active duty Atlantic and Pacific Fleet personnel are accomplished by the Career Information Teams (CARITs) headquartered in Norfolk, VA and San Diego, CA. Briefings cover the following topics: DD-214 (Certificate of Release or Discharge from Active Duty), Service Record Pages, Medical Forms (SF-88/SF-93), DD-295 (Application for the Evaluation of Learning Experiences During Military Service), Bureau of Naval Personnel (BUPERS) Microfiche Service Record, Survivor Benefit Plan, Retired/Retainer Pay, Social Security Benefits, Disability Retirement, Board for Correction to Naval Records, Naval Discharge Review Board, Military Obligations, Educational Assistance Benefits/Programs, SGLI/VGLI, US VIP, Dental Coverage, Home Loan Guarantee Program, Reemployment Rights, Unemployment Compensation, Household Goods/Personal Property Shipment, Separation Travel Pay Entitlements, and Naval Reserve career information.

b. Under the Navy's Transition Assistance Management Program (TAMP), additional required counseling is available at Navy Family Service Centers through a coordinated effort with the Department of Labor's Transition Assistance Program (TAP), per reference (e). CARIT pre-separation briefings are being conducted in conjunction with the TAMP/TAP seminars.

c. The term "eligible personnel" includes all USN and USNR officer and enlisted personnel

0579L00569670



13 September 1993

anticipating separation from active duty within six months.

4. Action. Individual commands shall schedule and require all eligible officers and enlisted personnel to either attend a formal CARIT briefing or arrange an interview with a CARIT representative **at least 120 days prior to discharge or release from active duty.** Contact the appropriate Atlantic/Pacific Fleet CARIT representative through the addresses and phone numbers listed in paragraph 4e. Deploying units shall schedule, **at least 90 days prior to deployment,** all personnel who are to be discharged/released from active duty prior to the unit's return. Records of personnel affiliating with a Naval Reserve unit will be forwarded per references (f) and (g).

a. Commanders/commanding officers shall encourage all eligible officers and enlisted personnel to affiliate with the Naval Reserve.

b Separating activities/Personnel Support Detachments (PERSUPPDETs) shall assist members who were unable to receive a CARIT briefing by completing NAVPERS 1900/1 (sample of the new form is provided as enclosure (1)), and mailing the form, without letters of transmittal, to the appropriate CARIT.

c. CARIT counselors shall provide to all commands verification of attendance at pre-separation briefings in the form of a NAVPERS 1070/613 (page 13) which will provide documentation of specific counseling received. One copy shall be placed in the member's service record and a copy shall be held on file by the Command Career Counselor for a period of 2 years from date of counseling.

d. Activities outside the continental United States shall contact the appropriate Atlantic/Pacific Fleet CARIT representative through the addresses and the phone numbers listed in paragraph 4e to arrange a formal pre-separation briefing.

e. The CARIT counselors are responsible for coordination of the pre-separation briefings through appropriate commanders/commanding officers and Commander, Naval Reserve Force. The CARITs conduct regular briefings at all major naval activities in their respective areas and discuss the importance of the Naval Reserve organization and all subjects listed in paragraph 3a. Direct liaison is authorized between

commanders/commanding officers and the CARITs. Contact points are:

Atlantic Fleet Career Information Team
SIGNET Bank Building, Suite 335
870 North Military Highway
Norfolk, VA 23502-3692
Telephone: (A) 680-8016/19
(C) (804) 464-8018
1-800-336-8673

Pacific Fleet Career Information Team
COMNAVAIRPAC (Code 024)
Naval Air Station, North Island
San Diego, CA 92135-5100
Telephone: (A) 735-2727/28
(C) (619) 545-2727/28

5. Report and Form

a. Report. The reporting requirement contained in paragraph 4 is exempt from reports control by SECNAVINST 5214.2B.

b. Form. NAVPERS 1900/1 (6-93), Pre-Separation Questionnaire (Officer/Enlisted), S/N 0106-LF-016-0100, will be available in the Navy Supply System by 1 December 1993 and may be ordered per NAVSUP P-2002 after that date. OPNAV 1900/2 (8-88) may be used until NAVPERS 1900/1 is available but will officially be canceled in April 1994.

R. J. ZLATOPER
Deputy Chief of Naval Operations
(Manpower and Personnel)

Distribution:
SNDL Parts 1 and 2

Chief of Naval Operations
(Code N09B34)
2000 Navy Pentagon
Washington DC 20350-2000 (150 copies)

SECNAV/OPNAV Directives Control Office
Washington Navy Yard Building 200
901 M Street SE
Washington DC 20374-5074 (60 copies)

(continues on next page)

OPNAVINST 1900.1D
13 September 1993

Stocked:
Naval Aviation Supply Office
ASO Code 103
5801 Tabor Avenue
Philadelphia PA 19120-5099 (500 copies)

				DATE: _____	
PRE-SEPARATION QUESTIONNAIRE (OFFICER/ENLISTED)					
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p><i>AUTHORITY to request the following information is derived from 5 U.S.C. 301, Executive Order 9397 and from OPNAVINST 1900.1. The form will be used by officials of Naval Reserve Force Command (COMNAVRESFOR) to identify pertinent data concerning members separating from active duty. Completion of this form is voluntary. However, failure to provide this information may hinder or prevent the COMNAVRESFOR staff from being able to assist you.</i></p>					
LAST		FIRST		MIDDLE NAME	
				SOCIAL SECURITY NUMBER	
RANK/RATE		STATUS (check as appropriate)			
YEARS OF ACTIVE SERVICE		USN _____		USNR _____	
		USNR (3X8) _____		SAM II "A" _____	
		SAM II GENDET _____			
		USMC _____		INVOL. SEP _____	
		EARLY OUT _____		SSB _____	
		OTHER _____		OSVET _____	
				TAR _____	
PERMANENT MAILING ADDRESS AFTER SEPARATION					
STREET _____ APT _____					
P.O. BOX _____		CITY _____		STATE _____	
ZIP CODE _____		HOME TELEPHONE () _____			
CURRENT COMMAND/LAST PERMANENT DUTY STATION _____					
PNEC/DESIG _____		D/C _____		EAOS _____	
REENL/RE-ENTRY CODE _____		AIR _____		SURFACE _____	
<div style="display: flex; justify-content: space-between;"> NOEC(PRIMARY) _____ NOBC(SECONDARY) _____ </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="background-color: black; color: white; padding: 5px; font-weight: bold; margin-right: 10px;">OFFICERS ONLY</div> <div> USN OFFICERS, HAVE YOU REQUESTED A NAVAL RESERVE COMMISSION? YES <input type="checkbox"/> NO <input type="checkbox"/> </div> </div>					
HOW DID YOU HEAR ABOUT THIS BRIEFING? CCC _____ FRIEND _____ POD _____ OTHER _____					
HOW LONG AGO? _____					
DID YOU HAVE PROBLEMS GETTING APPROVAL TO ATTEND THIS BRIEFING? YES <input type="checkbox"/> NO <input type="checkbox"/>					
PLEASE STATE YOUR REASONS FOR SEPARATING:					

13 SEP 1993

PRE-SEPARATION QUESTIONNAIRE (OFFICER/ENLISTED)	
ARE YOU INTERESTED IN A NAVAL RESERVE CAREER?	YES <input type="checkbox"/> NO <input type="checkbox"/>
HAVE YOU ATTENDED THE TRANSITION ASSISTANCE PROGRAM (TAP/TAMP)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
SIGNATURE OF INTERVIEWER _____	
SSN OF INTERVIEWER _____ INTERVIEWER'S COMMAND _____	
EAST COAST ACTIVITIES MAIL TO: LANTFLT CAREER INFORMATION TEAM SIGNET BANK BUILDING SUITE 335 870 NORTH MILITARY HIGHWAY NORFOLK, VA 23502-3692	WEST COAST ACTIVITIES MAIL TO: PACFLT CAREER INFORMATION TEAM COMNAVAIRPAC (CODE 024) P.O. BOX 357051 NAVAL AIR STATION NORTH ISLAND SAN DIEGO, CA 92135-7051

SAMPLE